

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: **October 11, 2011**
 BE4-11

CLASSIFICATION TITLE
CUSTODIAN FIREMAN
(Canton Board of Education)

STARTING HOURLY RATE
\$14.89

FILING OF APPLICATION

Application must be made on the special closed or regular open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 218 Cleveland Ave. SW, Canton, OH or open application may be printed from www.cantonohio.gov by clicking on “City Services” and then “Civil Service”. A copy of valid driver’s license is required with completed application. Application and all required documentation must be returned to the Civil Service Office by Thursday, November 10, 2011 at 4:30 p.m.

EXAMINATION – TUESDAY, NOVEMBER 29, 2011

EXAM: 5:00 p.m.
LOCATION: Canton Memorial Civic Center McKinley Room, 1101 Market Ave. N., Canton, OH
SCOPE: Written questions to include: General Mechanical Information, Heating Systems, Boilers, Custodial Duties, Safety, Arithmetic and other related areas. A score of 70% will be the minimum passing point.

This is a combined promotional and open examination. To be eligible for the promotional examination, applicants must be working for the Canton Board of Education in the classified **CUSTODIAL MAINTENANCE** classification series and have completed their probationary period by November 10, 2011. Applicants for the open examination must show that they are a reliable worker and be a high school graduate or possess a G.E.D.

Since this position of employment is in a school setting, all applicants must be able to demonstrate that they are responsible to the community by setting an appropriate example to the students. In this regard, applicants **MUST NOT** have been convicted of a felony in this, or any other state, nor may they be habitual abusers of alcohol or drugs. Under the authority granted by Ohio Revised Code 3319.311, the Canton City Schools are required to do a background check to the Bureau of Criminal Identification and Investigation for records on employment candidates.

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES

Applicants must have the physical ability to handle materials weighing up to 80 lbs., ability to work without supervision, cooperate and get along with others, ability to take directions, must have a telephone and work as a member of a team. Knowledge of means, methods and materials used in performance of custodial work is highly desirable.

******IMPORTANT NOTICE TO VETERANS******

Upon receiving a passing score, a twenty (20%) percent bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or a reserve component of the armed forces of the United States who has completed more than 180 days of active duty service. (O.R.C. 124.23 C) **APPLICANT MUST SUBMIT A CERTIFICATE OF SERVICE OR HONORABLE DISCHARGE (FORM DD-214 – LONG VERSION) BY THE FILING DEADLINE TO RECEIVE THE BONUS CREDIT.**

RESIDENCY BONUS

Candidates who have resided within the Canton City School District for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%

RATING

Applicants for the promotional examination will receive, in addition to a passing score, credit for job seniority. Applicants for the open examination will receive, in addition to a passing score, bonus points for Veteran’s Preference and School District Residency.

Upon completion of the examination process, candidates who receive a passing score will be placed on the appropriate list (promotional or open) of eligibles. Once the list has been established, your name will remain on the list of eligibles for a period of two (2) years.

ADMITTANCE TO EXAMINATION – IDENTIFCATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver’s License or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

DUTIES

The responsibilities of a Custodian Fireman include, but are not limited to, the following: Regulates heat and ventilation systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity; maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing; conducts an ongoing program of general maintenance, upkeep and repair; keeps an inventory of supplies and equipment and requisitions such needed replacements far enough in advance so that they may be delivered in such time as will not hinder the custodial staff in their duties; keeps buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times; shovels, plows and salts walks, driveways, parking areas and steps as appropriate; dusts and cleans on a daily schedule; sweeps and/or vacuums assigned area daily; cleans corridors and steps after school each day and during the day when their condition requires it; scrubs and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily; keeps wastebaskets empty and clean; raises the United States Flag each school day; performs such yard keeping chores as grass cutting, weed removal, tree and shrub trimming, to maintain the schools grounds in a safe and attractive condition; performs minor building repairs; other duties as assigned.

**BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator**